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THE MASSACHUSETTS DIVISION OF APPRENTICE TRAINING

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PRE-APPRENTICESHIP STANDARDS

943/332

PRE-APPRENTICESHIP

STANDARDS

For the Occupation of _____

_____

FORMULATED BY

_____
TRAINING PROGRAM SPONSOR

_____
ADDRESS

WITH THE ASSISTANCE
of the

DIVISION OF APPRENTICE TRAINING
DEPARTMENT OF LABOR AND INDUSTRIES
COMMONWEALTH OF MASSACHUSETTS

copy dated July 6, 1994

OBJECTIVE: To provide secondary school students an avenue for structured, approved, training in a skill that will lead to a formal Apprenticeship in that particular skill upon successful completion of High School and the Pre-Apprentice program.

DEFINITIONS

"PRE-APPRENTICE" shall mean a student who has agreed, and signed an active Pre-Apprentice Agreement, with an employer, a Cooperating Educational Facility, the Division of Apprentice Training, the Massachusetts Department of Labor and Industries to acquire the necessary skills that will lead to a formal apprenticeship in a particular trade upon graduation.

"APPROVING AGENCY" shall mean the Division of Apprentice Training, Massachusetts Department of Labor and Industries.

"SUPERVISOR OF PRE-APPRENTICE STUDENTS" shall be the person designated to perform the duties as outlined in these Standards.

"PRE-APPRENTICE AGREEMENT" shall mean a written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), the employer, and the Cooperating Educational Facility. Every Pre-Apprentice Agreement shall be approved by and filed with the Division of Apprentice Training, Massachusetts Department of Labor and Industries.

"APPROVED SPONSOR" shall mean an employer who has agreed to employ a Pre-Apprentice for training in a particular skill using an established work process and progressive pay schedule that has been agreed upon by the Cooperating Educational Facility and the Approving Agency.

"COOPERATING EDUCATIONAL FACILITY" shall mean a High School, Vocational/Technical School or certified post-secondary school that has agreed to provide the curriculum necessary to fulfill the related classroom portion of the Pre-Apprentice requirement and to provide periodic assessment of the student's progress in the classroom. The Cooperating Educational Facility is also required to maintain attendance and assessment records of the related class and employment time.

"PARTIES TO THE PRE-APPRENTICE AGREEMENT" shall mean the Pre-Apprentice, his/her parent or guardian if they are a minor, the Cooperating Educational Facilities, the Approved Sponsor and the Approved Agency, each of whom shall sign the Pre-Apprentice Agreement.

"STANDARDS OF PRE-APPRENTICESHIP" shall mean the requirements set forth below.

SECTION I TERM OF PRE-APPRENTICESHIP

The Pre-Apprentice shall complete approximately ____ hours of work experience and approximately ____ hours of classroom instruction per year in the applicable trade or area of study for the period specified on the cover page of these Standards of Pre-Apprenticeship.

SECTION II PROBATIONARY PERIOD

The first 60 days of employment for the Pre-Apprentice shall be a probationary period. During this probationary period the Pre-Apprentice Agreement may be cancelled by any of the parties to the Pre-Apprentice Agreement by notifying the others. The Approving Agency and the Cooperating Educational Facility shall be notified of all such cancellations.

SECTION III CREDIT FOR PRE-APPRENTICE STUDENTS

Pre-Apprentice graduates may receive such credits toward a formal apprenticeship certificate as the employer deems appropriate upon the review of the training curriculum. This credit shall not exceed 50% of the time required for completion of the formal apprenticeship certificate program. The wage paid to Pre-Apprentice graduates upon entry into a formal apprentice program should fully reflect the credits earned pursuant to this section. While entering their formal apprenticeship in an advanced standing, the Pre-Apprentice graduate is not exempt from the probationary period.

SECTION IV CONTINUOUS EMPLOYMENT

The Approving Agency considers the opportunity for continuous employment a cornerstone to the success of this program. It is understood that the Approved Sponsor intends and expects to give the pre-apprentice student continuous employment and will use its best efforts to keep the Pre-Apprentice employed during the full term of pre-apprenticeship. If any Pre-Apprentice is temporarily released due to business conditions, that Pre-Apprentice student shall be given the opportunity to be reinstated before any additional Pre-Apprentice student is employed in the same skill.

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SECTION V SUPERVISION OF PRE-APPRENTICES

The Pre-Apprentice shall be under the general supervision of the journeyperson with whom the Pre-Apprentice will work, and the direct supervision of the Employer or Supervisor whose duty it shall be to see that the Pre-Apprentice student receives the work experience outlined in these Standards.

SECTION VI PERIODIC EXAMINATION

The Pre-Apprentice shall be given periodic classroom and practical examinations by their supervisor and their educational sponsor to determine their progress. Lack of progress may be used as a factor for withholding advancement in the program. Denial of advancement may be implemented only with the approval of the Cooperating Educational Facility, Approved Sponsor and Approving Agency.

SECTION VII WORK HABITS

The Pre-Apprentice is expected to observe the work-place rules established by the Approved Sponsor. Tardiness, poor workmanship, disregard of instructions from supervisors, disregard of safety rules, use of drugs, alcohol, or other substances that may impair performance, or any other action that may detract from the desired goals of management may be considered grounds for removal from the program.

SECTION VIII RATIO OF PRE-APPRENTICES

The number of Pre-Apprentices employed shall be established by the Cooperating Educational Facility, the Approved Sponsor and the Approving Agency.

SECTION IX PRE-APPRENTICE AGREEMENT

Each Pre-Apprentice and if a minor, the parent or guardian, shall sign a Pre-Apprentice Agreement on the form attached to and made part of these Standards. The Pre-Apprentice Agreement shall also be signed by the Approved sponsor and the Cooperating Educational Facility and be filed with the Approving Agency. All Parties to the Pre-Apprentice Agreement shall receive a copy of the executed Agreement. Each applicant will be given a copy of these Standards and an opportunity to read them before signing the Pre-Apprentice Agreement.

SECTION X HOURS OF WORK

Hours of work will be determined by the Cooperating Educational Facility, the Approved Sponsor and the Approving Agency, subject to Massachusetts General Laws Chapter 149. Pre-Apprentices who are working full time, shall work the same hours and be subject to the same conditions regarding overtime as journeypersons in the skill, employed by the company. Overtime hours worked will be credited toward completion of Pre-Apprenticeship for actual hours worked.

SECTION XI PRE-APPRENTICE QUALIFICATIONS

To be considered for the Pre-Apprentice Program, each applicant must meet the following requirements:

Age: Not under 16 years of age

Education: (a) Must be a student who is part of a "full time" program at an accredited secondary institution.

(b) Must achieve a passing grade on a test administered by the Cooperating Educational Facility.

(c) Prohibited from working in hazardous occupations for minors under the age of 18 years unless they have completed 2 years of a state certified vocational technical program.

Recommendation: Must be favorably recommended by the Cooperating Educational Facility.

Selection: The recruitment, selection, employment, and training of the Pre-Apprentice shall be without discrimination because of race, color, religion, national origin, sex, or sexual preference. The sponsors will take affirmative action to provide equal opportunity, and will operate the pre-apprenticeship program as required by existing State and Federal regulations and statutes.

SECTION XII RESPONSIBILITIES OF THE APPROVED SPONSOR

The primary responsibilities of the Approved Sponsor is to provide meaningful employment to the Pre-Apprentice and to provide the best available mentor based training in a particular skill. The Approved Sponsor agrees to train the Pre-Apprentice in all the areas of expertise outlined in the "Work Process" that is part of this Agreement and to provide a graduated wage scale as these skills are acquired. It is suggested that the Approved Sponsor, upon graduation of the Pre-Apprentice, would consider the graduate a desirable candidate for their apprentice program.

SECTION XIII SCHEDULE OF WORK PROCESS

The Pre-Apprentice shall receive instruction and work experience in all phases of the trade or skill as listed in the Work Processes attached hereto. In order to permit the flexibility necessary to the normal production schedule, the work experiences need not be in the precise order as listed, nor do the scheduled hours on any operation need to be continuous.

See appendix A.

SECTION XIV RELATED INSTRUCTION

The Pre-Apprentice shall be required to attend and successfully complete classes in related trade subjects for approximately ____ hours per year, each year of the term of pre-apprenticeship. Curricula for these classes shall be determined jointly by the Approved Sponsor and the Cooperating Educational Facility. Failure to successfully complete classes will be considered grounds for being dropped from the program.

SECTION XV RECORDS

Records of the Pre-Apprentice's work experience shall be kept by the Approved Sponsor and the Cooperating Educational Facility.

SECTION XVI REGISTRATION OF PROGRAM

These Standards shall be submitted to the Approving Agency for approval and will become effective upon the date of approval.

SECTION XVII CERTIFICATE OF COMPLETION

Upon satisfactory completion of the term of Pre-Apprenticeship, the Approved sponsor shall recommend to the Approving Agency that a State Certificate of Pre-Apprenticeship be awarded.

SECTION XVIII CHANGES IN STANDARDS

These Standards of Pre-Apprenticeship may at any time be amended by the Approved Sponsor or the Cooperating Educational Facility provided such amendments are approved by the Approving Agency. A copy of all such changes shall be furnished to each Pre-Apprentice.

SECTION XIX GENERAL PROVISIONS

Every Pre-Apprentice Agreement entered into under these Standards of Pre-Apprenticeship shall contain a clause making the Standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and parent or guardian, if applicable) shall be given a copy of the Standards of Pre-Apprenticeship and an opportunity to read them before any signature is affixed thereto.

APPROVED AND ACCEPTED BY APPROVED SPONSOR

BY _____

TITLE _____

DATE _____

APPROVED BY AND FILED WITH DIVISION OF APPRENTICE TRAINING, MASS. DEPT OF LABOR & INDUSTRIES

BY _____
Director

DATE _____

APPROVED AND ACCEPTED BY THE COOPERATING EDUCATIONAL FACILITY

By _____

TITLE _____

DATE _____

The Commonwealth of Massachusetts
DEPARTMENT OF LABOR AND INDUSTRIES
DIVISION OF APPRENTICE TRAINING
100 Cambridge Street, Boston 02202

PRE-APPRENTICE AGREEMENT

Pursuant to the Standards of Pre-Apprenticeship adopted by the Approved Sponsor, the Cooperating Educational Facility and the Massachusetts Division of Apprentice Training (Approving Agency), the provisions of which are hereby made part of this Agreement, and in compliance with the Massachusetts Plan for Equal Employment in Pre-Apprenticeship Training, WITNESSETH: that the Agreement is entered into by the Pre-Apprentice:

_____ / _____
(Name of Pre-Apprentice) (Address of Pre-Apprentice)

_____-____-_____ _____
SS Number city/town state zip

his/her Parent or Guardian (if Pre-Apprentice is a minor)_____

The Cooperating Educational Facility _____

The Approved Sponsor _____

Skill _____ Term of Pre-Apprenticeship _____ (hours, months, years)

Completion Date: _____

GRADUATED SCALE OF WAGES TO BE PAID TO THE PRE-APPRENTICE

TERM 11A _____ TERM 12A _____
TERM 11B _____ TERM 12B _____

NUMBER OF HOURS PER DAY AND NUMBER OF HOURS PER WEEK PROJECTED

_____ hours per day _____ hours per week (during school sessions)

_____ hours per day _____ hours per week (school out of session)

_____ _____
Signature of Pre-Apprentice Signature of Approved Sponsor

_____ _____
Signature of Parent/Guardian Title of Signatory for Approved Sponsor

Approved by the Cooperating Education Facility _____

Approved by the Division of Apprentice Training _____
(Approving Agency)

Date: _____

TO BE COMPLETED BY PRE-APPRENTICE

1. Date of Birth			2. Sex	3. Ethnic Group	
Month	Day	Year	1. ☐ Male 2. ☐ Female	1. ☐ White 2. ☐ Black 3. ☐ American Indian or Alaskan Native	4. ☐ Asian or Pacific Islander 5. ☐ Hispanic 6. ☐ Other